

INSURANCE DEPARTMENT
JOB OPPORTUNITY

FISCAL/ADMINISTRATIVE OFFICER

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.

Location: 153 Market Street, Hartford, CT

Job Posting No: 105714

Hours: 40 hours per week

Salary: (AR 23) \$62,411 - \$80,682 (note, new hires to State service start at the minimum salary range)

Closing Date: *Thursday, November 14, 2013 - Application package must be received by 5:00p.m. by this date.

Eligibility Requirement: Candidates must have applied for and passed the **Fiscal/Administrative Officer** exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.

The Fiscal Administrative Officer position will assist the Fiscal Administrative Manager in the Preparation of the Annual Assessment of Connecticut Domestic Insurance Companies for Deposit into the Insurance Fund; Assist in the preparation of a second assessment of the Connecticut Domestic Life and Health Insurance Companies and Third Party Administrators ("TPA's") for deposit into the General Fund called the Health and Welfare Fee Assessment for the Childhood Vaccination program administered at the Department of Public Health; Assist in the preparation of a third assessment of the Connecticut Domestic Insurance Industry to fund the Health Mandate Review program in partnership with the University of Connecticut's Health Center for Public Health and Health Policy Division; Assist in the Preparation of the Biennial Budget, Prioritization's, Narratives, Options, Appropriations, Revenue Projections and Midterm Adjustments; Oversee the Payroll function, as well as employees being paid out of Federal Grant Funds, which are administered in the Business Office. Performs related duties as required.

Knowledge, Skills and Abilities: Knowledge of principles and practices of public administration with special reference to governmental budget management and governmental accounting; knowledge of grants and contracts preparation and administration; knowledge of purchasing principles and procedures; knowledge of human resources and payroll practices and procedures; interpersonal skills; oral and written communication skills; ability to prepare and analyze financial documents and reports; ability to interpret and apply statutes, regulations and administrative policies; ability to utilize EDP systems for financial management. Knowledge of the following CORE-CT modules: Human Resources, Financial, EPM and Asset Management.

General Experience: Six (6) years of experience in a combination of fiscal/administrative functions (e.g, accounting, accounts examining, budget management, grant administration, human resources, payroll, purchasing) at least one of which must be an accounting or budgeting function.

Special Experience: Two (2) years of the General Experience must have been at the paraprofessional level, requiring the exercise of some independent judgment in the application of basic principles and procedures in accounting, budgeting, human resources, purchasing or related fiscal administration functions. Connecticut Careers Trainee experience (target Fiscal/Administrative Officer or closely related class) is at the professional training level and above the paraprofessional level.

Preferred Knowledge and/or Experience: Budget/Assessment processing/administration, CORE-CT, State and Federal contracting guidelines and regulations, Grants and Payroll

Substitution Allowed: 1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree. 2. A Master's degree in public administration, business administration or accounting may be substituted for one (1) year of the Special Experience. 3. For state employees two (2) years as a Fiscal/Administrative Assistant may be substituted for the General and Special Experience. 4. For state employees two (2) years as a Purchasing Assistant may be substituted for the General and Special Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and State Application Form CT-HR-12 (state application form CT-HR-12 may be accessed at: http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf.) State Employees to also submit copies of the their last two (2) service ratings by November 14, 2013 to:

Carmen Rivera
Human Resources Assistant
Connecticut Insurance Department
P.O. Box 816
Hartford, CT 06142-0816
E-MAIL: CID.HR@CT.GOV

Overnight mail address: 153 Market Street, 7th Floor, Hartford, CT 06103

***Incomplete or late application packages will not be considered.**

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.